DOCUMENTS REQUIRED

Please note, that all the applicants who come to the Visa Application Center of Finland for the application submission personally, will have to provide a copy of the bio page of their foreign passport.

Note! You can get your visa documents delivered at your doorstep. Learn more about courier service here: http://visa.finland.eu/Russia/Petrozavodsk/additional_services.html

1. One application form filled by computer (Internet based application can be found at the Visa centre’s web sites, address http://visa.finland.eu/Russia/Petrozavodsk/online_application_form.html), type writer or in hand neatly. It should be signed by the applicant personally (signature must be placed both to question 37 and to the end of last page). For a minor applicant visa application is signed by his/her guardian. The Consulate of Finland in Petrozavodsk accepts application forms filled in Latin letters only (you may write in Russian, but with Latin characters).

2. One recent full face color photograph taken against a neutral one-coloured background. The photograph should measure 35-40 mm in width. The face should take 70-80% of the photograph. The photo must not be more than six (6) months old. Retouched photographs are not accepted. To see the visa application photo specifications, please, click

The service of photo booth is presented at the Visa Application Service. Please learn more here: http://visa.finland.eu/Russia/Petrozavodsk/additional_services.html

3. Valid foreign passport (and other valid foreign passport, if applicant has several). The passport must be issued less than ten (10) years ago. The passport must be in good condition. The passport must be valid three (3) months after the end of a proposed visa duration and there should be at least two (2) empty pages available in the passport. If the applicant changes his or her name, he or she needs to apply for a passport under the new name. Even if the old passport has a valid visa, the applicant has to apply for a new visa for the new passport. Travelling with two different passports is not permitted. Please note that at the submission all valid passports must be provided.

A copy of the bio page of the foreign passport.
Starting from September 14 2015 all the applicants (including children under 12) who come to the Visa Application Center of Finland to submit their applications personally should provide a copy of the bio page of their foreign passport.

You can make all necessary copies at the counter while applying for a visa. Learn more here: [http://visa.finland.eu/Russia/Petrozavodsk/additional_services.html](http://visa.finland.eu/Russia/Petrozavodsk/additional_services.html)

Old/expired or another valid foreign passport if a valid Finnish or any other Schengen visa (sticker) has been assigned to this passport in the last 59 months and the applicant doesn't have any Schengen visa in his valid passport or if the applicant wants to attach his old passport to his application.

3. **Travel insurance policy** - Each applicant (including children) must have an insurance policy. An exception are spouses of EU citizens and their under 21-year-old children, as well as holders of diplomatic and official passports on mission. They do not need insurance.

An applicant for multiple-entry visa may provide an insurance policy, which is valid during the first trip. The applicant undertakes to purchase an insurance policy for further trips by signing the visa application.

Basic requirements for an insurance policy:
- In order to receive a multiple entry visa it is enough to present an insurance policy, which is valid during the first planned trip. The applicant must agree to purchase a medical insurance policy for further trips to the Schengen region by accepting and signing the corresponding section in the visa application.
- The insurance policy for the applicants applying for 1-entry visa must be valid during the whole stay in the Schengen area.
- Applicants for double-entry visa must have a valid policy for both of the journeys.
- Insurance validity region should cover all Schengen countries
- The policy must not include a franchise
- The insurance should cover a minimum of 30 000 Euros or equivalent amount in other currency (for example 40 000 dollars)
- The policy should cover the costs in case of sudden illness or accident and/or assistance on site, including the costs of medical repatriation of the insured person to the place of permanent residency or the repatriation in case of death.
- Insurance policies filled in by hand are not accepted. Insurance policy has to be filled in in Latin letters.
- Applicant’s personal data: name, surname and date of birth must be mentioned in the policy.
- The medical insurance policy connected to the bank card can be accepted by the Consulate if all general requirements for the insurance policies are
fulfilled. The validity of the insurance policy should not depend on any extra conditions such as the trip being paid fully or partly by card. The applicant should provide the certificate proving that the insurance policy connected to the bank card is valid without any extra conditions.

Applicant always needs to present original insurance policy and copy if needed.

Please note, that You can purchase insurance policy at the Visa Application Centre. Learn more here: http://visa.finland.eu/Russia/Petrozavodsk/english/additional_services.html

6. Russian (internal) passport Starting 15 April 2014, Russian internal passport copy becomes mandatory for applying for a Finnish Schengen visa.

All Russian applicants will need to provide their internal passport at the time of submission and provide copies of the main page with the personal details, as well as all the pages with the registration stamps.

The rule is valid for all the Russian nationals from the age of 14 including the ones having Schengen visa(s) issued previously.

7. Minors (below 18 years) - Birth certificate is required if the applicant is a minor; the copy of the birth certificate should be prepared beforehand. If a minor applicant travels alone or with one of the parents, then a notarized consent of the second parent or the guardian is required for traveling. In case it cannot be provided, documents providing the reason for lack of the permission (single parent reference or other documents) needs to be presented. Consent has to be valid in all Schengen countries, dated within 12 months before the document submission and must cover at least the first planned trip. Person submitting documents needs to present both original birth certificate and consent and their copies - originals will be returned, copies submitted together with the visa application.

A parent’s notarized consent can be replaced by any of the following:

- The visa application form signed by the parents/guardians of the applicant in Visa application centre in presence of the specialist of Visa
application centre. In this case each parent/guardian needs to provide the original of his internal passport and attach it’s copy to the application of the child
- parent’s death certificate
- parent’s notarized certificate stating that the whereabouts of the other parent are unknown (issued not more than 1 year ago)
- a police certificate stating that the whereabouts of the other parent are unknown, and during the search period the parent was not found (issued not more than 1 year ago)
- certificate № 25 stating that details of father in the child’s birth certificate were put as per mother’s words
- court decision that the parent is a single parent
- free form written consent, that would contain all the information required from the notarized one (only for parents that have EU, EEA or Switzerland residence permit or EU, EEA or Switzerland passport)

**Attention!** By the legislation of EU a child cannot be included into his/her parents’ visa. It is necessary to complete a separate application form with photo and complete set of required documents for every child. If the child is included in his/her parents passport the visa will be attached into the passport of that parent. The passport must have one blank page for each visa for each traveler on that passport.

8. Non-Russian citizens

**Attention!** The Consulate General can accept applications of third country citizen if the applicant has an official proof of long term legal stay in North West region.
- A Russian visa/temporary residence permit, a residence permit
- A registration in Russia
- Migration card
- Certificate from the tax department, proof of paid taxes/receipt of tax payment
- Proof of the itinerary (e.g. a confirmation of the booking of an organized trip). If not available, adequate written description of the planned journey
- Proof of employment with salary information; if not available, bank/credit card statement(s) covering at least three preceding months/ proof of real estate property/apartment in Russia
- A student card and an accompanying note from the educational institution
- Pension certificate

**If the applicant works in the North West district:**

- Note from the employer (proof of employment) and/or copy of the labor book (трудовая книжка) with the stamp of the employer. The note has to mention the applicant's work position and starting date of work. It is recommended to provide salary details as well.
- Russian work permit. Exemption case:
  - If the applicant is a citizen of Belarus, Armenia or Kazakhstan.
  - If the applicant has a Russian residence permit (temporary or permanent).
  - If the applicant has a patent. Citizens of the following countries may work for an individual person or a company with a patent and work permit is not needed: Azerbaijan, Armenia, Moldova, Kirgizia, Tadzhikistan, Uzbekistan and Ukraine. Additionally work agreement and receipts of paid taxes have to be attached to the application.

**If the applicant is a private entrepreneur:**

- Certificate from the tax department about the registration of the company
- Certificate from the tax department or an excerpt from the trade register. The certificate or excerpt can't be more than 1 month old.

**If the applicant is unemployed:**

- Document(s) proving assets: e.g. bank statements (from last 3 months), documents on property or other documents applicant wants to submit.

**If the applicant's spouse or family member is a citizen of Russia:**

- Copy of the marriage certificate and documents of possible change of name/surname.
- Copy of the family member's internal passport data page and all pages with the registration stamps.
- Copy of the birth certificate (if applicable)
- Possible Schengen-visas of the family member.
Additional documents on family ties that support the visa application can also be accepted for other applicants where the spouse or family member is a citizen of Russia.

An invitation is recommended if the reason for travel is business or visiting family or friends.

Non-Russian citizens have to apply in person. The only exception allowed is submission of minors' applications.

9. Citizens of Russia residing temporarily in the Petrozavodsk Office, Consulate General of Finland in St. Petersburg working area:

Citizens of Russian with a permanent registration beyond Republic of Karelia, e.g. St. Petersburg, now residing in the Petrozavodsk working area without registration.

The official temporary registration in Russian Federation from UFMS needs to be provided if the applicant doesn’t have the active stamp of the permanent registration in his internal passport (exceptions listed below do not apply to this category of applicants). The temporary registration must be valid during one month after documents submission.

Applicants who do not have permanent registration in Republic of Karelia have to apply in person. The exceptions are made for representatives of the official institution, where the applicant works or studies (letter of attorney should be provided), as well submission of minors’ applications.

10. Visa fee

Please note, after having submitted visa application at the Visa Centre, Russian citizens have to provide their domestic passport for cash transactions.

11. Personal data processing consent

According to Federal law of Russian Federation “About personal data” every applicant has to sign “Personal data processing consent”. Please note that if another person submits for the applicant, applicant has to sign this document in advance or to sign a power of attorney on a person submitting documents. Power of attorney can be notarized or handwritten. For a minor (all children under 18) a lawful representative (parents, tutors, etc.) should sign this document. You can find the consent at the Visa centre’s website:


LIST OF REQUIRED DOCUMENTS BY THE PURPOSE OF THE TRAVEL
TOURISM

- Proof of the itinerary (e.g. a confirmation of the booking of an organized trip). If not available, adequate written description of the planned journey

- Proof of employment with salary information; if not available, bank/credit card statement(s) covering at least three preceding months/ proof of real estate property/apartment in Russia
- A student card and an accompanying note from the educational institution
- Pension certificate

BUSINESS

- Written request from a hosting/inviting firm/organization or other proof of purpose of stay or proof of employment.

For self-employed:
- Written request from a hosting/inviting firm or organization or other proof of purpose of stay
- Proof of economic activity (e.g. extract from the trade/fiscal registry or certificate for individual business) or bank statement(s) covering at least three preceding months)

CULTURAL

- Written request from the host organization in the Schengen Member State on participation in the activities.
- If not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means)

MEDICAL REASONS

- An invitation from a Finnish hospital/medical center and/or
- A medical certificate from a Finnish doctor
- Proof of the itinerary (e.g. a confirmation of the booking of an organised trip). If not available, adequate written description of the planned journey
• Proof of employment with salary information; if not available, bank/credit card statement(s) covering at least three preceding months/ proof of real estate property/apartment in Russia
• A student card and an accompanying note from the educational institution
• Pension certificate

OFFICIAL VISIT

• Letter (e.g. verbal note) issued by a competent Russian authority (e.g. MID) confirming that the applicant is a member of its delegation travelling to the Schengen Member State
• Copy of the official invitation

SPORTS

• Written request from the host organisation (competent authority, national sport federation or national Olympic committee), including information on the role of the persons
• If not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means)

STUDY

• Written request or certificate of enrolment or
• A student card by the host university, academy, institute, college or school or certificate of the courses to be attended. If not included in the written request
• a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means)

TRANSIT/AIRPORT TRANSIT

• documents related to the onward journey to the final destination (visa or other entry permit for the third country of destination
• tickets for onward journey
• Proof of employment with salary information; if not available, bank/credit card statement(s) covering at least three preceding months/ proof of real estate property/apartment in Russia
• A student card and an accompanying note from the educational institution
• Pension certificate

VISITING FRIENDS

• An invitation and/or the inviting person’s contact information
• Proof of the itinerary (e.g. a confirmation of the booking of an organised trip). If not available, adequate written description of the planned journey.
• Proof of accommodation (e.g. an invitation from the host. If not available, adequate written description of the planned journey.
• Proof of employment with salary information; if not available, bank/credit card statement(s) covering at least three preceding months/ proof of real estate property/apartment in Russia
• A student card and an accompanying note from the educational institution
• Pension certificate

VISITING CLOSE RELATIVE, FAMILY MEMBER

Close relatives visiting Russian citizens residing legally in a Schengen Member State:
Written request from the host person
Proof of the legal residence of the inviting person and proof of family tie (e.g. Birth/marriage certificate)

Close relatives visiting EU (EEA and Swiss) citizens:
Written request from the host person
Proof of the nationality of the inviting person and proof of family tie (e.g. Birth/marriage certificate)

• Proof of employment with salary information; if not available, bank/credit card statement(s) covering at least three preceding months/ proof of real estate property/apartment in Russia
• A student card and an accompanying note from the educational institution
• Pension certificate
APPLICANTS UNDER THE DIRECTIVE 2004/38/EC (Family member of an EU, EEA and Swiss citizen, who exercises the Right of Free Movement)

- Proof of the EU/EEA/Swiss citizen's nationality (e.g. copy of passport).
- Proof of being a family member: marriage certificate or birth certificate / court decision of custody.
- Proof of common journey: flight reservations including possible third countries and other Schengen countries/ Hotel reservation. Please note, that it is not recommended to purchase the tickets before receiving a visa decision.

REAL ESTATE OWNER OR APARTMENT SHAREHOLDER / OWNERS OF BUSINESS

Each time when applying for a visa the applicant has to submit proof of ownership of a house, a lot or apartment in Finland.

- Proof of employment with salary information; if not available, bank/credit card statement(s) covering at least three preceding months/ proof of real estate property/apartment in Russia
- A student card and an accompanying note from the educational institution
- Pension certificate

When applying for the first time as an owner of real estate the applicant has to provide:
- a deed of sale of property or share
- a lot owner must provide a certificate of legal confirmation of possession of real estate (lainhuutotodistus) issued by the Local Register Office

For future submissions and for those who purchased real estate more than a year (1) ago:
- an apartment shareholder must provide a recent house manager’s certificate (isännöitsijäntodistus) no older than 1 year old.
- a lot/house owner must provide the latest decision of real estate/property tax (päätös kiinteistöveroituksesta), which is posted to the owner yearly. Explanatory part of the decision doesn’t need to be provided.

In case
- In cases of close relatives, proof of the relationship
Owners of businesses in Finland need to provide the excerpt from the trade register proving the ownership. The excerpt can be no more than six (6) months old.

**SEASONAL WORK (BERRY PICKING)**

The Consulate General is processing applications submitted by the people legally residing in the North-West Consulate region.

Additional documents for seasonal work visa application:

- Valid work contract or a binding work offer, which applies to seasonal work for an employer based in Finland and where the following is defined:
  - Working place and type of work
  - Length of work contract
  - Salary
  - Working hours per week/month
  - Possible holiday entitlement
  - Starting date of work contract
- Account of appropriate accommodation (includes account of appropriate accommodation organized by the applicant)
- Employer's assurance form
- Proof of employment with salary information; if not available, bank/credit card statement(s) covering at least three preceding months/ proof of real estate property/apartment in Russia
- A student card and an accompanying note from the educational institution
- Pension certificate

Wild/Forest berry pickers:

- Invitation from the employer (private person or company) with the following details:
  - Name and contact information of the inviting farm or company.
  - Personal information of the person being invited.
  - The working dates and the amount of needed days.
  - Accommodation information and costs of accommodation.
- Proof of employment with salary information; if not available, bank/credit card statement(s) covering at least three preceding months/ proof of real estate property/apartment in Russia
- A student card and an accompanying note from the educational institution
- Pension certificate
SCIENTIFIC COOPERATION

- An invitation from Schengen Member State
- If not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means).

SEAMEN – TRANSITION THROUGH SCHENGEN TO WORK ONBOARD

- an invitation from the shipping company and/or an accompanying note from the applicant’s employer
- a crew list
- seaman’s identity document is mandatory

DRIVERS OF INTERNATIONAL FREIGHT AND PASSENGER TRAFFIC
Drivers (international cargo and passengers): written request from the Russian national association of carries (ASMAP) or the national association of carries of the Member State or Proof of employment

Members of train
Written request from the competent Russian railway company or a competent railway company of the Member State

Air crews
- Letter from the operating body

Journalists
- A certificate or other document issued by a professional organisation proving that the person is a qualified journalist.
- Letter from his/her employer stating that the purpose of the journey is to carry out journalistic work

Freelance journalists
- proof of journalistic activity (e.g. a press card or work contract) and
- proof of economic activity/financial means

VISA to Sweden and Netherlands.
Netherlands:

Business: An accompanying note from the applicant’s employer
Private Visit: Invitation as well as translation in Russian, copy of ID’s (passport copy or residence permit copy (garant-verklaring))
Tourism: Hotel booking confirmation and booked tickets.

Sweden

copy of all filled pages of Internal Russian passport
Private Visit: Extract from the Swedish population registration (Personbevis) of the inviting person, not more than 3 month old. Copy ID the passport If the person is not a Swedish citizen also a copy of the residence permit.
Tourism: Hotel booking confirmation and booked tickets.

We recommend taking copies of the original documents beforehand because attachments to the visa application/documents won’t be returned.

The application filled incorrectly and carelessly can cause denial of visa. The applicant may need to supply additional details, e.g. the copy of internal passport or a more detailed plan of trip, or the applicant can be invited to the interview